



Department of Housing and Community Development

NOTIFICATION OF VACANCY

January 22, 2018

---

**Program Analyst**  
**(Program Administrative Specialist II)**

**POSITION #00259**

**LOCATION:**

**DHCD**  
**600 East Main Street,**  
**Suite 300**  
**Richmond, Virginia 23219**

---

**HIRING RANGE:**

**Negotiable up to \$57,000**

---

**DUTIES AND RESPONSIBILITIES:**

The Virginia Department of Housing and Community Development (DHCD) is seeking an experienced and highly motivated individual to serve as a Program Analyst in the Community Development Division. The Program Analyst is responsible for the collection, data entry and maintenance of programmatic and financial data for the Community Development Block Grant Program (CDBG), the Virginia Appalachian Regional Commission program (ARC), the Neighborhood Stabilization Program (NSP), the state funded Southwest Water/Wastewater (SW/WW) program, and other community development programs as assigned. The position performs data and policy analysis; conducts program evaluation; prepares required semi-annual and annual reports to be submitted to the U.S. Department of Housing and Urban Development (HUD), the Appalachian Regional Commission, and the Virginia Department of Planning and Budget (DPB); and provides technical assistance to DHCD staff on programmatic and financial matters.

**QUALIFICATIONS GUIDE:**

Knowledge of data collection, database management, data and policy analysis, and programmatic and financial grants management. Knowledge of federal and state regulations governing CDBG, ARC, NSP, and SW/WW. Ability to perform data entry and manage federal reporting systems including but not limited to the Integrated Disbursement and Information System (IDIS), the Federal Funding Accountability and Transparency Act (FFATA), and ARCnet. Ability to develop solutions and recommendations to ensure compliance with state and federal requirements. Ability to communicate effectively both orally and in writing. Excellent organizational and interpersonal skills. Degree in Urban and Regional Planning, Public Administration, or related field. An equivalent combination of training and experience will be considered in lieu of educational requirements. Knowledge of project or grant management and community development programs helpful.

---

**TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ON LINE EMPLOYMENT SYSTEM <https://jobs.agencies.virginia.gov> BY FRIDAY, FEBRUARY 23, 2018 at 11:59 P.M.**

---

*For additional information please contact our Human Resource Office, at (804) 371-7000*

*An Equal Opportunity Employer*

*Women, Minorities, Veterans and people with disabilities are encouraged to apply. Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process.*

---